

Other comments and interlibrary loan guidelines that may be of interest

- **Data users**

The personal user data passed to the agenda GTBIB management program and will be used exclusively for processing your requests and contact them. At all times they can access and modify them.

- **Service objectives**

ILL philosophy is complete collection, not replace them. Therefore, recently published documents, especially the Spanish, available through commercial channels, should be subject to purchase and interlibrary loan.

- **About the documentation requested**

In the case of monographs, as a general rule, applications must correspond to books that can no longer be obtained from purchase through the commercial circuit.

Most libraries do not pay Spanish: pre-1958 works, reference works such as encyclopedias, dictionaries, cartographic material, bibliographies and similar documents consulted very ... In these cases, you may request a full or partial reproduction by photocopying, microfilm or CD-ROM, according to suppliers.

Special materials, posters, slides, photographs, films, etc ..., are subject to very restrictive loan conditions in most libraries.

Doctoral theses have loan conditions or very different view, so that, in advance, can not ensure obtaining the document. If thesis is published in the United States is not appropriate but ILL purchase. The library has the database "Proquest dissertations and thesis" that allows access to a summary of the theses after 1980.

Magazine numbers are not provided, except in some cases, through British Library.

Standards and patents are excluded from loan and must be purchased through the usual procurement process.

- **Management applications and documents obtained**

Cancellation requests once studied is subject to the decision of the supplying library and depends on whether the copies have already been made or if the book has been submitted. It is not usually possible after 2-3 days from the filing in the office Document Access.

The deadlines for obtaining documents depend on the difficulty of identifying and locating the document in question, the type of document in question, the management capacity of the supplying plant and the shipping. The staff takes into account what are the most appropriate suppliers and inform you at any time of the estimated deadlines.

The arrival of documents slows considerably around holiday periods, especially in summer, when virtually all interlibrary loan services are closed during the month of August. It is recommended that the documents that will be needed in September applied for during the first half of July. No urgent requests allowed on the eve of the holiday.

The book loan period is determined by the lending library. If more time for consultation is required, you can apply for an extension before the expiry of the loan period.

- **User responsibility**

The user will be responsible for any loss or damage caused by misuse of the original borrowing and the Library reserves the right to process new applications to **users who violate these rules.**